

**SECRET**

D/15 64-2298

Approved For Release 2005/08/16 : CIA-RDP70-00211R000500130006-5

BPAM

64-0315

20 APR 1964

**MEMORANDUM FOR:** Deputy Director (Support)

**ATTENTION:** Director of Finance  
CIA Records Administration Officer

**SUBJECT:** Revision of Agency Object and Sub-Object Classes

**REFERENCE:** Bureau of the Budget Circular No. A-12 dtd 22 July 1960  
and amendment 17 April 1961

1. Reference Circular prescribed a uniform system for use in classifying Government financial transactions by object class, replacing the classifications previously used. In order to conform to the new system, Budget Division has held a series of discussions with ADPD regarding a proposed conversion of the Agency's three-digit object class code to a four-digit code. For various reasons it has not been practical to effect the conversion prior to this time, but it is now planned to establish 1 July 1965 (FY 1966) as the effective date of implementation.

2. To permit an orderly and timely transition to the new four-digit code, the following actions should be undertaken so as to be completed no later than 1 April 1965:

a. All data processing programs on file and currently being developed in the Office of Computer Services which include object and sub-object class symbols (generally those relating to accounting, budgets, personnel, and logistics) should provide for the use of a new four-digit code.

b. All Agency regulations, handbooks, etc., which make reference to the object and sub-object class codes and description should be revised to reflect the new four-digit designations.

c. All Agency forms which provide for insertion of object and sub-object class data should be revised to provide sufficient space for insertion of this data.

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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3. A schedule of the proposed changes from a three to a four-digit system is attached. While the schedule is tentative, steps should be taken to provide space for four digits in programming and other conversions.

4. It is requested that your office initiate the actions described in paragraphs 2.b. and 2.c., above. The Deputy Director (Science and Technology) is being asked to implement the actions in paragraph 2.a.

5. Your concurrence and comments are requested.

[Redacted Signature Box]

Chief, Budget Division

25X1

**CONCURRENCE:**

[Redacted Signature Box]

Deputy Director (Support)

Date

**Attachments**

Tab A - BOB Circular #A-12

Tab B - Object Class Changes

**Distribution:**

Orig - D/F w/att

1 - CIA/RAO w/att

1 - Chrm/Object Class Committee

1 - DD/S Subject (Regs)

1 - DD/S Chrono

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<b>TRANSMITTAL SLIP</b>		DATE <b>27 APR 1964</b>
TO: CIA Records Administration Officer		
ROOM NO. <b>604</b>	BUILDING <b>1016 16th Street</b>	
REMARKS:		
<p>Lou:</p> <p>May we have your comments</p> <p>on the attached memorandum.</p> <p style="text-align: right;"><i>HGL</i> H. G. L.</p> <p style="text-align: right;"><i>Bgh</i> 4/28/64</p>		
FROM: Acting Deputy Director for Support		
ROOM NO. <b>7 D 24</b>	BUILDING <b>Headquarters</b>	EXTENSION <div style="border: 1px solid black; width: 50px; height: 15px;"></div>
<small>FORM NO. 241 1 FEB 55</small> <small>REPLACES FORM 36-8 WHICH MAY BE USED.</small> <small>☆ GPO : 1957—O-439445 (47)</small>		

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